

**MAINTENANCE SUPERVISION
Combat Communications Squadron**

- 1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description within the Maintenance Supervision work center.
- 2. Authority.** The policy and guidance for the operation of the Maintenance Supervision work center is derived from numerous regulations, the majority of which are contained in, but not limited to, the 56-series, AFI 21-series (formerly 66-series), 102-series, and AFI 31-series (formerly 205-series) of Air Force and/or Air National Guard (ANG) directives. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.
- 3. Applicability:**
 - a. This standard applies to all ANG Combat Communications Squadrons authorized a Maintenance Supervision work center, FAC 2600C1, except as noted below:
 - (1) 114 CCSQ, Jacksonville FL
 - (2) 118 CCSQ, Badin NC
 - (3) 176 CCSQ, Anchorage AK
 - (4) 205 CCSQ, Lexington KY
 - (5) 285 CCFT, St. Croix VI
 - b. This standard applies to peacetime operations only.
- 4. Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 16 June 1994.
 - c. Manpower Data Source. Staffing Pattern.
 - d. Standard Manpower Equation. $Y = 1$ (Constant Manpower).
 - e. Workload Factors. N/A.
- 5. Application Instructions.** This work center requires constant manpower of one. No other application instructions apply.
- 6. Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
 - a. Minimum response rates.
 - b. Minimum manpower levels.
 - c. Standardized crew complements.
 - d. Safety considerations.
 - e. Aircraft turn-around time.
 - f. Length of waiting periods.
 - g. Levels of backlog.
 - h. Hours of operation.

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OFFICIAL

DEBORAH GILMORE
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2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

Maintenance Supervision

DIRECT:

1. MANAGEMENT:

1.1. ADMINISTERS PERSONNEL:

1.1.1. INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints newly assigned personnel with the work center. Selects branch chiefs and production inspectors.

1.1.2. RATES PERFORMANCE:

1.1.2.1. PREPARES PERFORMANCE REPORT. Develops performance report by researching, evaluating, drafting, proofreading typed copy, marking boxes, and signing completed report.

1.1.2.2. INDORSES PERFORMANCE REPORT. Develops indorsement by researching, evaluating, drafting, proofreading typed copy, and signing completed report.

1.1.2.3. NOMINATES PERSONNEL FOR AWARD. Develops recommendation by researching, evaluating, drafting, proofreading typed copy, and signing completed product.

1.1.2.4. MONITORS MANAGEMENT IMPROVEMENT PROGRAM. Assists subordinate in developing improvement suggestion, and processes suggestion received for evaluation.

1.1.2.5. MONITORS TRAINING. Reviews training record and monitors progress of subordinate. Monitors the training that provides initial or additional training for operation of powered aerospace ground equipment.

1.2. SUPERVISES PERSONNEL:

1.2.1. SCHEDULES PERSONNEL. Schedules subordinate supervisor to provide adequate supervisory coverage in proportion to each shift's workload. Schedules leaves and passes.

1.2.2. DEVELOPS DIRECTIVE. Develops policy, plan, procedure, operating instruction, checklist, and performance standard by researching, drafting, proofreading typed copies, and signs.

1.3. DIRECTS AND CONTROLS SUBORDINATE WORK CENTER ACTIVITY:

1.3.1. MONITORS WORK PRIORITY. Monitors scheduled and unscheduled work priority as directed by job control, and informs job control of situation that may disrupt established schedule.

1.3.2. PROVIDES GUIDANCE. Translates the broad management objectives of the unit commander into technical guidance and direction to subordinate supervisors for work force management.

1.3.3. MONITORS TOOL. Monitors individual and composite tool kit, as well as special tool requirement to ensure that proper storage, security, and completeness is maintained.

1.3.4. MONITORS BENCH STOCK. Ensures adequate bench stock requirement is established and original request is properly prepared and coordinated with Materiel Control prior to submission to supply.

1.3.5. CONTROLS LOCK AND KEY. Establishes procedure and performs custodian responsibilities for ensuring the proper custody and handling of padlock, cylinders, and keys.

1.4. COORDINATES MAINTENANCE EFFORT. Coordinates the unit maintenance effort with the commander, branch chief, and maintenance control.

1.5. ASSISTS UNIT MOBILITY. Assists in the preparation of the unit mobility plan, identifies mobility resources, and evaluates the unit readiness capability.

1.6. PERFORMS SUPERVISORY INSPECTION. Performs level-4 supervisory inspection.

1.7. MONITORS SPECIAL AND RECURRING PROJECT OR PROGRAM. Monitors special and recurring project or program that directly affects the maintenance effort of the unit.

1.8. REVIEWS INCOMING AND OUTGOING COMMUNICATION. Reviews incoming distribution for information and necessary action. Reviews outgoing distribution for completeness, accuracy of content, and signs, when necessary.

1.9. REVIEWS REPORT AND STATISTICAL DATA. Reviews report and statistical data for the purpose of evaluating each work center, and identifies exception or trend that requires management attention. Reviews quality control report, makes comment, and signs, when required.

1.10. INSPECTS FACILITY. Performs periodic inspection of work center for adequate housekeeping and identifies hazard affecting safety, fire, or security. Identifies equipment and facility condition requiring maintenance or repair.

1.11. INVESTIGATES ACCIDENT OR INCIDENT. Investigates ground, explosive, and nuclear incident and prepares required report.

1.12. PERFORMS TEMPORARY DUTY (TDY) TRAVEL. Performs TDY travel to perform official job-oriented duty.

2. EQUIPMENT AND RESOURCE MANAGEMENT:

2.1. MONITORS UNIT EQUIPMENT:

2.1.1. MONITORS ASSIGNED EQUIPMENT. Monitors assigned equipment for storage, security, and maintenance.

2.1.2. EVALUATES NEW MISSION REQUIREMENT. Reviews additional equipment allowance request for complete and accurate justification and coordinates with Maintenance Supply Liaison prior to submission to supply.

2.2. MONITORS ASSIGNED VEHICLE. Monitors the use of assigned vehicle and ensures proper maintenance is accomplished.

2.3. MANAGES UNIT'S BUDGET. Develops and submits projected requirement for funds, supplies, equipment, and facilities.

2.3.1. DEVELOPS ANNUAL COMBAT COMMUNICATIONS SQUADRON BUDGET ESTIMATE.

2.3.2. RECEIVES FUNDS ALLOCATION.

2.3.3. PREPARES QUARTERLY FUNDS DISTRIBUTION.

2.3.4. COORDINATES ADJUSTMENT TO BUDGET.

2.3.5. MONITORS EXPENDITURE.

2.3.6. BRIEFS UNIT COMMANDER.

2.4. COORDINATES WITH UNIT COMMANDER. Coordinates with the commander on the status of unit resources.

3. MEETING:

3.1. PREPARES FOR MEETING. Gathers information and organizes reference material necessary to conduct or participate in specific meeting, briefing, or conference.

3.2. CONDUCTS OR ATTENDS MEETING. Conducts or attends a meeting, briefing, or conference.

4. UNIT TRAINING ASSEMBLY (UTA) AND MOBILITY. Performs planning and scheduling task associated with preparation for UTA and mobility requirement.

INDIRECT:

I1. SUPERVISION:

I1.1. ADMINISTERS PERSONNEL:

I1.1.3. RATES PERFORMANCE:

I1.1.3.5. PROVIDES PERFORMANCE FEEDBACK:

I1.1.3.5.1. PREPARES FOR PERFORMANCE FEEDBACK SESSION. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.

I1.1.3.5.2. CONDUCTS PERFORMANCE FEEDBACK SESSION. Explains duty performance requirements and responsibilities, establishes expectations, and informs ratee if performance is up to expectation.

I1.1.3.5.3. ATTENDS PERFORMANCE FEEDBACK SESSION. Receives performance feedback and discusses performance expectations with supervisor.

I1.1.4. PREPARES SELECTIVE REENLISTMENT PROGRAM (SRP)/NCO STATUS CONSIDERATION. Reviews notification letter, researches data, drafts comment, and finalizes SRP/NCO status consideration.

I1.8. RECEIVES AND ASSISTS VISITING OFFICIAL. Receives official visitor, assists visitor in accomplishing task, escorts visitor throughout work center, and returns to work area.

I1.9. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on work center status, and identifies possible trends that require management attention.

I2. ADMINISTRATION:

I2.2. PROCESSES UNCLASSIFIED DISTRIBUTION:

I2.2.1. PROCESSES INCOMING DISTRIBUTION. Picks up distribution, receives and opens envelope, reviews for required action, and marks and routes distribution.

I2.2.2. PROCESSES OUTGOING DISTRIBUTION. Obtains envelope or bulk mailing container, places outgoing correspondence in envelope or container, affixes outside address and return address, places in outbound receptacle, and delivers to pickup point.

I2.5. MAINTAINS LOG AND REGISTER. Obtains book or form, makes entry, and puts book or form away.

I2.6. MAINTAINS PERSONNEL LOCATOR FILE. Prepares card or record, posts change, and disposes of card or record.

I2.9. OPERATES COPYING MACHINE. Makes copy, annotates log, and collates copy.

I2.13. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

I4. TRAINING:

I4.3. CONDUCTS TRAINING. Prepares training situation, makes presentation, observes performance, administers test, and annotates training record.

I4.4. RECEIVES TRAINING. Prepares for training, receives instruction, performs procedures, and takes test.

I7. CLEANUP:

I7.1. PREPARES WORK AREA. Places tool or equipment in proper location at beginning of duty period, and arranges area to conform with any sanitary, safety, or security requirement.

I7.2. PUTS WORK AWAY. Stores tool or equipment in proper location at the end of the duty period and arranges area to conform with sanitary, safety, or security requirement.

